

**Regional Officer – UK International and Europe - International Recruitment Team,  
External Relations – Grade G**

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**Job Description****Purpose**

As a member of the International Recruitment Team, the Regional Officer will make a broad contribution to the development of the University's international student recruitment strategy.

This maternity cover post will play a vital role in supporting recruitment activity across multiple markets, in line with evolving business needs. A flexible and collaborative approach is essential, with the ability to contribute to regional strategies, events, and stakeholder engagement wherever required.

The specific regional focus of this post will be on the recruitment of international students domiciled in the UK and Europe including the identification and development of new business opportunities, associated management of the stakeholder network, especially with the UK based pathway providers, and the ongoing provision of market intelligence to the wider institution. Other regions may be added to the role to respond to market performance and business needs.

**Duties**

1. Play a significant role in helping the university meet its international student recruitment targets through flexible support across regions, with a particular emphasis on UKI and Europe.
2. To develop and implement a UK international and European student recruitment strategy and develop comprehensive recruitment plans to enable the institution to meet its KPIs.
3. Lead on the coordination and delivery of the joint operations group with the University's partner foundation provider, ONCAMPUS, while also leading the development and maintenance of a strong network of external stakeholders — including agents, pathway providers, and feeder institutions — to help deliver sustainable international student recruitment.
4. To prepare comprehensive market intelligence and annual regional plans and liaise with key academic and other professional services colleagues about their exploration and potential development for international student recruitment opportunities.

5. To review and recommend international entry requirement thresholds for international students from the agreed regions; and to provide advice to the International Admissions Team about such recommendations.
6. To be the International Recruitment business partner for a designated Faculty when required; providing excellent levels of customer service to their needs; highlighting opportunities; and acting as a conduit for all matters relating to international recruitment globally.
7. To input into the development of appropriate communications to European and UK based International enquirers and applicants.
8. To represent the University at exhibitions, events and professional activities predominantly in the UK but also overseas as required.
9. To devise and deliver relevant and targeted presentations, seminars and workshops to partner institutions, potential students, parents, agents, teachers and sponsors.
10. To contribute to and support the development of promotional materials for the use in UKI and Europe recruitment.
11. To lead and manage ad hoc projects as required and to significantly contribute to the work of the wider International Recruitment Team and External Relations Service, working across teams as appropriate
12. Provide flexible support to Regional Managers and Officers across all international markets, responding to emerging priorities and ensuring the team meets strategic objectives.
13. To undertake any other duties commensurate with the role as determined by the Director of International Recruitment or the Regional Manager.

#### Person Specification

#### **Knowledge, Skills, and Behaviours (Essential)**

- Previous recent experience of working in an international recruitment environment and/or international student recruitment context (Application/Interview).
- Experience of developing and implementing recruitment strategies (Application/Interview).
- Extensive knowledge of the issues facing international recruitment to UK HIs (Application/Interview).
- Undergraduate degree or equivalent relevant work experience (Application)
- Proven excellent interpersonal and presentation skills (Application/Interview).

- Evidence of building effective working relationships at all levels and communicating across a wide range of internal and external audiences (Application/Interview).
- Demonstrates proven cultural sensitivity and the ability to communicate effectively across diverse cultural boundaries, particularly in international liaison contexts (Application/Interview)
- Evidence of a strong customer focus and service delivery achievement (Application/Interview).
- Ability to implement new developments and procedures (Application/Interview).
- Highly organised and self-motivated team player, committed to delivering results with minimal supervision. Demonstrable ability to utilise initiative and problem-solving skills, to find effective solutions to complex issues while contributing positively to team dynamics (Application/Interview).
- Proven track record of, and continued willingness to undertake extensive travel, including weekends and evenings (Application/Interview).
- Advanced IT skills in standard Microsoft Office packages (Application/Interview).
- Ability to work in a pressured environment and achieve results under pressure, working to tight time constraints (Application/Interview).
- Willingness to work flexibly to meet the demands of the job (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving together, Being Proud, Supporting all and Creating Opportunity, as a framework for decisions, actions and behaviours (Application/Interview).

#### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of working within an international recruitment function within an education institution. (Application/Interview).
- Marketing qualification (Application).